

## **Personal Services Contracts Training Schedule**

**Level I** is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal service contracts, the requirements for HR professionals, an overview of applicable statutes and Director's administrative procedures, flow charts of the contract review process, and the basics for determining independent contractor status. The course lasts approximately 6 hours.

Start time 8:30-4:30

Denver – August 26 @1313 Sherman Street, Room 220

Ft. Morgan – September 30 @ Morgan Community College, Founders Room

**Level II** is advanced training focused on the required elements of cost comparisons and completion of the cost comparison form, as well as the appropriate application of applicable statutes and Director's administrative procedures. The course lasts approximately 4½ hours.

Start time 8:30 – 2:30

Denver – July 29 @ 1313 Sherman Street, Room 220

Pueblo – September 9 @ Colorado State University – Pueblo, Blue Spruce Room (#204) in the Occhiator University Center

Both levels of training are required for HR professionals seeking PCP certification. Those professionals who are currently certified in PCP Contracts will have one year to complete Level II Advanced training to retain certification.

Please contact Judi Karg at [judi.karg@state.co.us](mailto:judi.karg@state.co.us) or (303) 866-2391 to reserve a space. Seats are limited and will be reserved on a first come, first served basis.

Updated March 15, 2004